# Job Title: Parks Worker II

**Department:** Parks and Recreation

**Immediate** 

**Supervisor:** Parks Supervisor or Parks Foreman

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	804
FLSA Status	Non-Exempt

## **BRIEF DESCRIPTION OF THE JOB:**

Maintains public parks, rights-of-way, splash pad and playground equipment. Operates equipment to mow lawns, trim trees and shrubs, applies pesticides and performs repairs to sprinklers systems.

## **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Maintains landscaping in all parks by mowing grass, weed eating, picking up and removing debris, aerating and fertilizing turf, scalping and seeding turf, applying pesticides, and planting, trimming and removing trees. Preps fields for recreation use, cleans ramadas, paints tables and fixtures. Cleans and services restrooms, removes graffiti, cleans blood spills, repairs coping and concrete structures, cleans surfaces of courts, maintains all park amenities, sports courts and ball fields, checks and cleans playground equipment, replaces or repairs broken equipment and signs, installs new parks equipment, cleans and maintains tools, equipment and vehicles for daily use.
2	M	Maintains irrigation systems by troubleshooting problems, repairing mainline breaks, installing systems, making adjustments for water conservation, adjusting sprinkler heads and backflow equipment, programming irrigation systems, and replacing sprinklers.
3	M	Maintains splash pad by checking chemical levels and making adjustments, monitoring the chlorine and pump system, changing chlorine tanks as needed, and cleaning and repairing deck and equipment.
4	L	Helps out other departments for seasonal and special events and emergencies; writes reports to supervisors on job status, problems, daily, weekly and monthly tasks; trains new employees on equipment, proper procedures, and daily task; participates in safety meetings. Acts as Lead at the job site while Parks Worker III is out. Attains and maintains certifications; operates personal computers for e-mail and reports to supervisors. Assists in developing JHA's standard operating procedures for the division. Maintains the division safety strategic plan by upholding the standards for maintenance.
5	L	Operates heavy equipment such as water truck, backhoe, tractor, dicing equipment and dump truck.

# JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License, Arizona Structural Pesticide License in Right of Ways or Turf & Ornamentals and must posses one or more of the following certifications (or equivalent):  • Certified Nursery Worker  • Certified Master Gardner  • Arizona Certified Landscape Professional  • Turf Grass Professional  • Certified Arborist by the I.S.A.  • Certified Backflow Inspector  • National Playground Inspector
Reading	Work requires the ability to read chemical distribution booklets, training guides, irrigation manuals, operating equipment manuals, standard operating procedures and MSDS manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, evaluations logs, and reports.
Managerial	Semi-Complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

# **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

				T	T
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F ⊠ C	□ Making presentations     □ Observing work site     □ Observing work duties     □ Communicating with     co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☐ File drawers ☑ Equipment ☐ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R ⊠ O □ F □ C	□ Computer keyboard     □ Telephone keypad     □ Calculator     □ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	☐ Stairs ☐ Ladders ☐ Step stools ☑ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☐ To other departments/offices ☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☐ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Foot Controls	□ N □ R ⋈ O □ F □ C	<ul><li>☑ Driving</li><li>☑ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R ⊠ O □ F □ C	☐ On ladders ☑ On equipment ☐ On step stools
Sitting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N ⊠ R □ O □ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	<ul><li>☒ Communicating via telephone/radio, to co-workers/public</li><li>☒ Listening to equipment</li></ul>
Kneeling	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R ⋈ O □ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continue</b>	d)							
Machines, Tools, Equipment	t and Work	Aids:						
Shovels, brooms, rakes, picks, chemical			oe, trencher, pl	astic saw, pla	stic cut	ter, socket set.	, hamm	er, screw
Drivers, multimeter backflow tester, util				•				
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C	- 64							
Cal sense-Command Center 4.0, Word,		itas parsonal co	mnutar printa	r				
Cai sense-Command Center 4.0, Word,	Excel, Lotus no	nes, personar co	mputer, printe	1.				
<b>Environmental Factors:</b>		N.T.	C 11	C 175		C 1.TT:		D. '1
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature								
(heat, cold, extreme temp. changes fr work)	om outside		X					
Wetness and/or humidity			×	П				П
(bodily discomfort from moisture) Respiratory hazards								
(fumes, gases, chemicals, dust and di	rt)					X		
Noise and vibration (sufficient to cause hearing loss)						X		
Physical hazards								
(high voltage, dangerous machinery, aggressive		$\boxtimes$						
prisoners, patients – <u>not customers</u> )								
<b>Health and Safety Condition</b>		T						
Health and Safety Conditions	N = Never	R = Rarely		ccasionally		Frequently		Constantly
	Never	Less than		r more of e time		n 1/3 to 2/3		or more of
Mechanical hazards	occurs	hour per we	ek un		01	the time	ι	he time
Chemical hazards		X				<u> </u>		
Electrical hazards								
Fire hazards	X							
	X							
Explosives Communicable diseases	X							
	X							
Physical danger or abuse				<u></u>				
Other (specify)								
Primary Work Location:								
☐ Office Environment								
☐ Warehouse								
☐ Shop								
☐ Vehicle								
☐ Recreation Centers/Neighborhoo	d Contors							
☑ Outdoors	d Centers							
☐ Other (Specify)								
L other (Speeny)								
<b>Protective Equipment Requi</b>								
Hearing, Eye protect-safety glasses, hard	d hats, safety ve	et, plastic gloves	s, safety chaps					

#### **Job Demands**

## **Overall Strength Demands:**

	Overall Strength Demands
Exerting up to 10 pounds occasionally or negligible weights frequency sitting most of the time.	
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures			×	
Emergency Situations			×	
Frequent Change of Tasks			$\boxtimes$	
Irregular Schedule/Overtime			$\boxtimes$	
Performing Multiple Tasks Simultaneously			$\boxtimes$	
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		$\boxtimes$		
Noisy/Distracting Environment		×		
Other (Describe below.)				

### **EXPECTED BEHAVIOR:**

## Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.